

Sample Meeting Agenda

Final Status Meeting

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| <ul style="list-style-type: none"> • Call meeting to order and present Agenda • Make appropriate introductions • Show and describe product or service • Briefly explain company experience | President |
| <p>HR Department Report</p> <ul style="list-style-type: none"> • Take attendance • Briefly outline department activities, successes and challenges • Capital stock report: shares issued _____, shares sold _____, share revenue _____ • Report on records: members_____, retention_____, attendance_____, payroll_____ | VP HR |
| <p>Production Department Report</p> <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • Production report: qty produced_____, qty scrapped_____ • Production cost: raw materials_____, shop supplies_____, wages_____ • Production required to reach sales goals and break even point & production goals • Production Process (training, safety, quality control, suppliers, problems ...) | VP Production |
| <p>Sales Department Report</p> <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges | VP Sales |

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| <ul style="list-style-type: none"> • Sales report: current sales _____, sales goals_____, top sales_____ • Provide overview of sales strategy | |
| Marketing Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • Advertising plan (effectiveness, creativity, diverse methods ...) • Report on trade fair and other sales events | VP Marketing |
| Information Technology Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • | VP IT |
| Corporate Responsibility Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • | VP CSR |
| Health and Safety <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges • | VP Health and Safety |
| Finance Department Report <ul style="list-style-type: none"> • Briefly outline department activities, successes and challenges Product pricing and breakeven analysis Revenue to date: share revenue_____, share cost_____, product sales_____ Expenses to date: raw materials, shop supplies, payroll, JA invoice, other Cash on hand: _____ Accounts payable: _____ | VP Finance |
| Closing Thoughts | President |
| Questions | President |
| Adjournment | President |

Minutes taken by Secretary